Shipping via FedEx has never been easier! Here in the MCEEB Office we have a departmental account that is linked to a department financial account. We receive monthly statements from FedEx and then attribute shipments to your specified accounts. Below are some steps to send a package and help us reconcile shipping charges correctly.

Making a domestic shipment

1. Log into FedEx.com using the Department User Name and Password – available from Whitney Slay or your assigned accountant.
2. Click create a shipment.
3. If you are sending a package to a previous recipient, select their name from the "My Shipment Profiles" list.
4. If not, start by editing the "From" tab. The department's info will auto fill will default information so it is important to replace it with your name and contact info. If there are issues, FedEx will contact **you** for information.
5. Edit the "To" tab. Make sure that you not only fill in the recipient's name but also their institution.
6. For the "Package & Shipment Details" tab use the scale in the mail room (next to the copier) to get an estimate on the weight. For service type, the type you pick depends on how quickly you want it delivered and how much you're willing to spend (you can calculate an estimated cost under "Rates & Transit Times".
   a. First Overnight – will arrive by 8:30am the next day, delivers on Saturday
   b. Priority Overnight – will arrive by 10:30 the next day (to most US addresses), delivers on Saturdays
   c. Standard Overnight – will arrive by 3pm, if picked up on Friday or Saturday, will be delivered on Monday
   d. Ground – 1-5 business days based on distance
7. Under the "Billing Details" tab leave the "Bill Transportation to" box on the default - My Account -XXX", this is the department FedEx account. Underneath the billing account number is "Your Reference" -that is where you can indicate the FSO account number for the grant or account you wish to charge. The account number must be in the following format: "UA-(Account Number)" i.e. **UA-1234567**. This will greatly speed up reconciliation later and post the charge promptly to the correct account.
8. To schedule a pick up edit the pickup tab and select "Schedule a pickup". Note that there is also a Fedex Pickup box located in the east lobby of the Gould Simpson Building that is visited daily at 5pm.
9. When you submit you should print both the tracking label and the receipt.

Preparing package for shipment

1. We have envelopes and small boxes available for use in the mail room.
2. Regardless of the package container, it needs to have the tracking label attached. Use the adhesive clear pouches to seal the tracking label. You may have to fold, cut part of the tracking label away but make sure that all of the information can be seen/scanned.
3. Make sure that the box/envelope is sealed, using shipping tape if needed.
4. For pickups in the MCEEB Business office, place it on the front counter of Room 310 in BioWest and attach a FedEx pickup tag to it. It is also helpful to leave a copy of the receipt with the front desk, so we know who sent the package.
5. Note that for any shipments containing dry ice, the Styrofoam container **must** be inside a cardboard box, per FedEx policy. Additionally it **must** have a dry ice notification sticker (found in the mail room). Failure to do so can cause delays in delivery.

Post delivery

1. After you have confirmed that the package has been delivered successfully please submit a copy of your shipment receipt into the folder in the MCEEB office, BioWest Room 310 (if you haven't done so already).

Troubleshooting/Tips

- Any changes made to the shipment after the shipping label was produced will create a new shipment, with a new tracking number, and potentially a new pick up date/time.
- The earlier you schedule a pick up the better! FedEx will also pickup packages when they deliver them before 11am. They will come back, but sending it out in the morning alleviates some of the wait time.
- If you have items that need to be kept cold/frozen, ideally they would be insulated enough to not require it, but they can also be stored in the break room fridge/freezer (assuming they are not restricted biological agents). If you choose this please move the package in the fridge sign to the front counter and notify a staff member. We can retrieve the package when FedEx arrives.

Edit & enter your own information here

Add your FSO account here

Make sure to edit and add a pick up time

Ship | LTL Freight | Ship History | My Lists | Reports | Integration Manager

Create a Shipment

1 Enter shipping information 2 Print label(s)

* Denotes required field.

Preferences | Clear all fields

My Shipment Profiles ⑦ Help ⊟ Hide

My shipment profiles (formerly Fast Ship)   Select ▼

Ship

4. Billing Details ⑦ Help ⊟ Hide

* Bill transportation to   MyAccount-606 ▼

Your reference   UA-1234567

⊞ More reference fields   Add an account

Special Services (optional) ⑦ Help ⊞ Edit

Select additional services for your shipment

1. From ⑦ Help ⊞ Edit

Lilian Schwartz, BSW RM 310, 1041 E. Lowell St, TUCSON, Arizona, 85721, United States

Pickup/Drop-off (optional) ⑦ Help ⊞ Edit

You are using an already scheduled pickup at your location.

2. To ⑦ Help ⊟ Hide

* Country/Location   United States ▼
Company   Select or enter ▼
* Contact name   Select or enter ▼
* Address 1
Address 2
* ZIP
* City   Select or enter ▼
* State   Select ▼
* Phone no. _____ ext. ____

⊞ Perform detailed address check

☐ This is a residential address. ⑦
☐ Save new recipient in address book

Email Notifications (optional) ⑦ Help ⊞ Edit

Send an email to yourself, the recipient or others indicating the status of your shipment.

Rates & Transit Times (optional) ⑦ Help ⊟ Hide

Amounts are shown in USD

Select	Service and Transit Time	Your Rate
	Enter more information to get rates and transit times.	--.--

5. Complete your Shipment ⑦ Help

⌕ Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.

⊞ Send a Mobile Shipping Label

Save for later   **Ship**

3. Package & Shipment Details ⑦ Help ⊟ Hide

* Ship date   11/18/2014 ⊞
* No. of packages   1 ▼
* Weight ⑦ _____ lbs
Declared Value ⑦ _____ U.S. Dollars
* Service type   Standard Overnight ▼
* Package type   FedEx Envelope ▼
☐ Include a return label ⑦